

Headquarters
Department of the Army
Washington, DC
DATE
Effective DATE

Junior Reserve Officers' Training Corps Program
Organization, Administration, and Support

History. This printing publishes a revision of AR 145-2. Changes made to this publication since the last revision are not highlighted.

Summary. This regulation provides command policy and guidance for the standardization and execution of the Junior Reserve Officers' Training Corps (JROTC) and National Defense Cadet Corps (NDCC) Program in secondary educational institutions. All references to Junior ROTC include NDCC unless otherwise specified.

Applicability. This regulation applies to U.S. Army Cadet Command (USACC) and major overseas commands that have Department of Defense Dependent Schools (DoDDS) Junior ROTC units within their jurisdictions, the Active Army, the Army National Guard and U.S. Army Reserve. It also applies to active duty and retired personnel certified to conduct Junior ROTC at public and private high schools, high school level military academies, and at the high school level element of military junior colleges.

Proponent and Exception Authority. The proponent of this publication is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this publication that are consistent with controlling laws and regulations. Proponent may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of Colonel or the civilian equivalent, or to CG, USACC.

Army Management Control Process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions and the checklist for conducting internal control review.

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from HQDA (DAPE-MPO), WASH DC 20310-0300.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQDA (TAPC-OPD-C), ALEX VA 22332-0413. USACC Regions will submit comments and suggested improvements through Commander, U.S. Army Cadet Command, Fort Monroe, VA 23651-5000, to HQDA (TAPC-OPD-C).

Distribution. This publication is available in electronic media only and is intended for command levels B, C, D and E for the Active Army, the Army National Guard and U.S. Army Reserve.

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Summary of Change

AR 145-2

Junior Reserve Officers Training Corps Program and National Defense Cadet Corps Organization, Administration, and Operation

This revision—

- Deletes guidance regarding the operation of Junior ROTC Programs.
- Includes nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent (para 2-5a).
- Clarifies requirement for bond and insurance, and basis for bond/insurance coverage (para 2-5e).
- Changes “Establishment Procedures” to “Application Process” (para 2-6).
- Renames reasons for disestablishment (para 2-11).
- Clarifies accountability and management of uniforms, clothing and equipment (para 3-3b).
- Identifies CTAs and TDAs for the Junior ROTC Program (para 3-3).
- Allows transportation to other activities as unit budget permits (para.3-4).
- Lists state agencies for DRMO (page 42).
- Includes definition of “nationals” participating in Junior ROTC Programs (Glossary, page 50).

Chapter 1

Introduction

1–1. Purpose

This regulation—

a. Prescribes policies for the organization, administration, and support of the Junior Reserve Officers' Training Corps (Junior ROTC) and the National Defense Cadet Corps (NDCC). Unless otherwise noted, all references to the Junior ROTC Program in this regulation will mean the Army Junior ROTC Units and the National Defense Cadet Corps.

b. Applies to the Department of the Army, institutions, and personnel associated with or applying for these programs.

c. Implements Title 10, United States Code, sections 2031 and 4651. These laws provide for the operation, administration and support of Junior ROTC and NDCC students at educational institutions meeting prescribed conditions.

1–2. References

Required and related publications and forms, both prescribed and referenced, are listed in Appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the Glossary.

1–4. Responsibilities

a. The Secretary of the Army (SA) is charged by law to—

(1) Formulate and prepare plans, policies, regulations, and instructions implementing statutory provisions pertaining to the Junior ROTC Program.

(2) Supervise the execution of pertinent laws relating to Junior ROTC.

b. The Chief of Staff, U.S. Army (CSA) exercises supervision and control over Junior ROTC.

c. The Deputy Chief of Staff for Personnel (DCSPER) has general staff responsibility for plans, policies, and programs of Junior ROTC.

d. The Commanding General, U.S. Total Army Personnel Command (PERSCOM), 200 Stovall Street, Alexandria, VA 22332, is responsible for administering the Army Junior ROTC Program and announcing policy changes.

e. The Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC), through the Commanding General, U.S. Army Cadet Command (CG, USACC), has managerial and operational responsibilities, except those retained by Headquarters, Department of the Army (HQDA), for the Junior ROTC Program.

f. The CG, USACC, will administer and evaluate the Junior ROTC Program.

g. The Commanding General, U.S. Army Europe and Seventh Army (CG, USAREUR); Commanding General, Eighth Army (CG, EUSA); and Command General, U.S. Army Japan/Ninth Theater Army Area Command (USAJ) are responsible for the Junior ROTC units in the schools located within their respective areas, as prescribed in this regulation and applicable regulations.

h. Participating schools within the United States and its territories and the Department of Defense Dependent Schools (DoDDS) authorities will conduct the Junior ROTC Program as prescribed by this regulation and other applicable regulations.

1–5. Mission philosophy

Junior ROTC is a national program authorized by laws enacted by Congress and conducted by the Department of the Army in partnership with secondary educational institutions in response to the needs expressed by the people of the United States.

a. Mission. The mission of Junior ROTC is 'To Motivate Young People to be Better Citizens.'

b. Purpose. To instill secondary educational institutions students with the values of citizenship, service to the community, personal responsibility, and a sense of accomplishment.

c. CG, USACC will provide and develop the Junior ROTC Curriculum.

d. Objectives. Using the U.S. Army Model, the Army Junior ROTC objectives are to develop in each cadet—

(1) Appreciate the ethical values and principles that underlie good citizenship.

(2) Develop leadership potential, while living and working cooperatively with others.

(3) Be able to think logically and to communicate effectively with others, both orally and in writing.

(4) Appreciate the importance of physical fitness in maintaining good health.

(5) Understand the importance of high school graduation for a successful future, and learn about college and other advanced educations and employment opportunities.

(6) Develop mental management abilities.

(7) Become familiar with military history as it relates to America's culture, and understand the history, purpose, and structure of the military services.

(8) Develop the skills necessary to work effectively as a member of a team.

e. Role of the institutions.

(1) The success of the program depends upon schools that understand their responsibilities to the student, the community, and the nation. It is only this understanding on the part of the

educational administrators that can provide a sound basis for the necessary cooperative effort between the school and the Army.

(2) Units are established at institutions that agree to support the Junior ROTC Program of Instruction (POI) and meet the standards to host the program. From those that apply, CG, USACC, recommends the selection of institutions where the program is to be established and maintained. On this basis, schools participate in national programs, as provided by federal law.

(3) Because of the essential contribution that they make to the Junior ROTC Program, participating institutions are considered by the Department of the Army to be educational activities of special interest to the Armed Forces. Schools that continue to meet all statutory, regulatory, and contractual requirements will maintain this designation subject to the needs of the Army and fiscal constraints.

f. Character of programs.

(1) The Junior ROTC Program is designed for physically fit citizens and Nationals of the United States attending participating educational institutions. The program can provide unique educational opportunities for young citizens through their participation in a federally sponsored course while pursuing a normal civilian education.

(2) Participants in the program are provided an opportunity to acquire relevant generative knowledge and to develop personally. Schools conducting a program will offer their students the challenge of intellectual inquiry facilitated by military instructors who are experienced leaders. The program provides an atmosphere designed to develop, enhance, and sustain the qualities of leadership. Through student-centered classroom activities and outside related experiences, the participants acquire the knowledge, skills, self-discipline, patriotism, sense of responsibility, and respect for constituted authority that will better prepare them for the future. The program will enable cadets to better serve their country as leaders and citizens.

(3) Junior ROTC cadets may qualify for an advanced placement in the Senior ROTC Program or in the Active or Reserve Components of the Armed Forces.

(4) Participation in Junior ROTC does not obligate a student to perform military or any other federal service.

(5) The NDCC units differs from Junior ROTC units only in that—

(a) The school must hire NDCC instructors that are certified by USACC. There is no cost-sharing arrangement as exists for Junior ROTC instructors between the Army and NDCC schools.

(b) NDCC units must provide uniforms and accoutrements for eligible students at no cost to the government.

1-6. Channels of communication

a. USAREUR, EUSA, and USAJ Junior ROTC units may correspond directly with designated subordinate commanders on routine questions about program guidance, technical support,

operational information, periodic reports, and policy application. All other matters or issues that require decisions will be directed to the CG, USACC (ATTN: ATCC-J). Information copies of all such correspondence will be sent to CG, USAREUR; CG, EUSA; and CG, USAJ.

b. Schools. While senior school officials are not restricted to military command channels, it is desirable for school problems to be presented first to designated subordinate commanders. Courtesy copies of correspondence directed to CG, USACC, shall be sent to the designated subordinate commanders.

c. Address for sending correspondence to Cadet Command—
Commander
U.S. Army Cadet Command
ATTN: ATCC-J
Fort Monroe, VA 23651-5000

d. Address for sending correspondence to TRADOC—
Commander
U.S. Army Training and Doctrine
Command
Fort Monroe, VA 23651-5000

e. Address for sending correspondence to PERSCOM—
HQDA (TAPC-OPD-C)
200 Stovall Street
Alexandria, VA 22312

f. Address for sending correspondence to DCSPER—
HQDA (DAPE-MPO-D)
Washington, DC 20310

g. Address for major overseas commands—

(1) Commander, HQ, USAREUR and 7th Army, AEAGA-GY, Unit 29351, APO AE 09014

(2) Commander, USFK/EUSA, ATTN: ACSJ-1, APO AP 96301-0005

(3) Commander, U.S. Army Japan/9th Theater Army Area (TAA), APAJ-GA-CT, APO AP 96343-0054.

1-7. Mobilization (MOB)

a. Upon partial mobilization, Junior ROTC units will be continued only at those schools that support the Program through available retired personnel resources; all others will be discontinued. The CG, USACC, will determine whether to continue the Junior ROTC Program after full mobilization.

b. Selected Junior ROTC instructors may be recalled to active duty.

c. Mobilized retiree instructors may be deployed as soon as full mobilization is declared and administrative tasks are complete.

d. HQ, USACC, will assist schools in recruiting qualified personnel to fill temporary vacancies created by reassignment of active duty personnel or retirees ordered to active duty.

e. USACC will assist in closing down and transferring equipment and records from those schools unable to participate in the Junior ROTC Program.

1-8. Army Advisory Panel on Junior ROTC Affairs

The purpose of the Army Advisory Panel (AAP) on Junior ROTC affairs provides for a continuous exchange of views between HQDA, USACC, and the academic community.

Chapter 2

Unit Organization and Administration

Section I

Organization

2-1. General

The Junior ROTC organization and administration of Junior ROTC units will conform as nearly as practicable to that prescribed by the Army.

2-2. Educational Institutions

The Army Junior ROTC Program is organized into units at public and private secondary educational institutions as follows—

a. Unit. An organized group of Junior ROTC cadets and authorized faculty at one secondary school constitutes a unit. Each unit must maintain an enrollment of at least 100 eligible cadets or 10 percent of the eligible students enrolled in the school.

b. Multiple Unit. A group of five or more Army units in which the Junior ROTC Program is conducted concurrently. Each unit must satisfy the enrollment requirements in subparagraph *a* above. This form of organization and management may be established to improve program administration.

c. Departmental status. All Junior ROTC activities and functions in schools will be grouped together as an integral academic and administrative department of the school or school system.

d. Classification. Units are classified according to the type of school where each unit is located, as indicated below.

(1) Class High School (HS). Units located at public and private secondary educational institutions that—

(a) Meet prescribed standards and criteria.

(b) Provide a course of military instruction of not less than three academic years.

(c) Limit membership in the unit to students, who, in the judgment of the instructional staff, maintain acceptable standards of academic achievement and conduct.

(d) Make available for use of by the Junior ROTC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill space, and other required facilities, and to pay the costs of utilities and maintenance thereof.

(e) Make available in the Junior ROTC administrative office a telecommunications line suitable for voice transfer, Internet connectivity, and data transfer and to pay the costs of installation and maintenance thereof to include phone calls (local and official long distance).

(2) Class Military Institute (MI). Units located at military secondary educational institutions, including the secondary level of military junior colleges, which in addition to the requirements for HS units—

(a) Require all enrolled students, who are eligible, to participate in the Junior ROTC program.

(b) Organize their military students as a Corps of Cadets under constantly maintained military discipline.

(c) Require all members of the Corps, including those members enrolled in the military training, to remain in uniform when on campus.

2–3. Selection of schools to host Junior ROTC Units

a. Statutory requirements and higher headquarters policies limit the total number of Junior ROTC units and dictate that new units be established in such a manner as to adhere to Public Law. Selection of institutions that may participate will be based upon applicable statutes and criteria as determined by the CG, USACC, which must include, but is not limited to, the following selection criteria—

(1) Receipt of a signed application and agreement.

(2) Enrollment potential (ability to provide 100 cadets or 10 percent of eligible student body enrollment).

(3) Capability and willingness of the institution to conduct and support the program.

(4) Accreditation status.

(5) Ability and willingness to comply with statutory and contractual requirements and requirements of this regulation, and other applicable regulations.

(6) Fair and equitable distribution of units throughout the nation.

b. The various administrative and budgetary aspects of the secondary school systems dictate that the selection process be conducted continuously.

c. New or updated applications and site surveys will be forwarded to HQ, USACC (ATCC–JR), as directed by the CG, USACC. The CG, USACC, will forward application packets recommended for selection to HQDA (ATTN: DAPE–MPO–D).

Section II

Establishing Units

2–4. Accreditation requirements

A school that desires to participate in a Junior ROTC program must meet one of the following accreditation standards—

a. Be accredited by one of the following nationally recognized accrediting agencies as listed by Secretary of Education:

(1) E—New England Association of Colleges and Secondary Schools.

(2) M—Middle States Association of Colleges and Secondary Schools.

(3) NW—Northwest Association of Secondary and Higher Schools.

(4) S—Southern Association of Colleges and Schools.

(5) W—Western Association of Schools and Colleges.

(6) N—North Central Association of Schools and Colleges.

(7) DoDDS—Department of Defense Dependent Schools.

b. Be accredited by a state or state educational agency.

c. Have attained a pre-accreditation status of reasonable assurance subject to attainment and maintenance of one of the other two listed statuses within five years of initial academic enrollment of students.

2–5. Establishment criteria

Secondary educational institutions desiring to establish Junior ROTC units will—

a. Provide positive safeguards to prevent discrimination against students or instructors on the grounds of race, sex, color, national origin, religion, sexual orientation, or status as a parent.

b. Provide credit for the required courses of instruction and maintain the standards prescribed by USACC.

c. Make available for use of by the Junior ROTC unit necessary and adequate classrooms, administrative offices, offices equipment, storage space, drill space, and other required facilities, and to pay the costs of utilities and maintenance thereof.

d. Make available in the Junior ROTC administrative office a telecommunications line suitable for voice transfer, internet connectivity, and data transfer and to pay the costs of installation and maintenance thereof to include phone calls (local and official long distance).

e. Provide suitable safeguards for government property as prescribed in AR 190–11, AR 710–2 and 735-5. Such safeguards shall include, but not be limited to—

(1) Employment of a Military Property Custodian (MPC) to receive, issue, account for, and maintain control over government issued property.

(2) Establish a bond or insurance to cover loss, damage, or destruction of government property. The representative conducting the survey will review with the institution official the requirements for a bond or insurance to cover the government property provided to operate the Junior ROTC Program.

(a) Basis for bond/insurance coverage. The Reserve Officers' Training Corps (ROTC) Vitalization Act of 1964, Public Law 88-647, and Title 10, United States Code section 2031, authorizes the Secretary of the Army (SA) to provide all required government property, free of charge, to institutions and secondary schools hosting Junior ROTC units. All government property issued must be safeguarded and cared for by requiring each Junior ROTC host institution/operation to provide a bond or insurance. Institutions hosting Junior ROTC units or NDCC units must post a bond or other indemnity to cover all government property. Coverage will not be less than \$5,000.

(b) Bond and Insurance. Educational institutions hosting Junior ROTC units are the major users of the bond and insurance programs. NDCC host schools only require a bond or insurance if they have been issued government property, free of charge, paid for with appropriated government funds, and the institution or school has accepted responsibility for the property.

(3) Provide secure storage for demilitarized U.S. rifles and ammunition in the inventory of Junior ROTC units. Junior ROTC units that have received demilitarized U.S. rifles or NDCC units that have purchased demilitarized U.S. rifles (air rifles, M1903s, M1s, and .22 caliber rifles) will secure them in accordance with AR 190–11 (standard racks and metal containers, that is, wall lockers). The .22 caliber rifle bolts and bolts from other demilitarized operable rifles will be stored in a secure separate container. The establishment of security standards for arms and supply rooms will be emphasized.

2–6. Application Process

a. A school that desires to establish a Junior ROTC unit must apply for participation in the Program by completing DA Form 3126 (Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit) or DA Form 3126–1 (Application and Agreement for Establishment of a National Defense Cadet Corps Unit). The application must be submitted to Region headquarters 18 months prior to the scheduled date of establishment. If funding is available, USACC will contact schools 16 months prior to the projected school year to ensure the school is still interested and can support a unit. Schools will have one month to provide their response to USACC. School administrators must also agree to the conditions of the contract and those prescribed by this regulation. See Appendices B or C for sample application, and agreement text.

b. As part of the application process, a USACC representative will conduct a site survey (DA Form 7410, Evaluation Worksheet, Potential Army Junior ROTC Program). See Appendix D for example of DA Form 7410.

c. The original and four copies of the application will be submitted through the designated representative of the area in which the school is located, to HQ, USACC, (ATCC-J), Fort Monroe, VA 23651-5000. A site survey will be conducted once a school is approved to participate in the Junior ROTC Program. NDCC units may submit a site survey along with the application for participation in the Junior ROTC Program. An application must be submitted for each institution in which school authorities desire to conduct Junior ROTC instruction.

d. Applications will contain the date the school desires to commence course instruction, and any former participation in Junior ROTC Programs, and if an application with another service is pending.

e. HQDA is the approving authority for establishment of a Junior ROTC unit. Once a unit has been recommended for establishment, HQ, USACC, staff will initiate action to assign a Unit Identification Code (UIC). This information will be provided immediately upon receipt, to the approved support installation Army DOD Activity Address File (DODAAF) network station, requesting that action be taken to process the assignment of a DOD Activity Address Code (DODAAC) per AR 725–50, Chapter 9. The approved support installation Army DODAAF network station will inform the proper ROTC Region of the assigned DODAAC.

f. Establishment of Junior ROTC units will be announced in a DA General Order. The Secretary of the Army or their designee will countersign applications of schools selected. The original copy will be retained by the CG, USACC. Copies will be furnished to the designated subordinate commander, the senior school official of the institution, the Director of Army Instruction (DAI), and the Senior Army Instructor (SAI).

g. DoDDS school applications—

(1) The requesting high school principal shall forward applications to establish Junior ROTC units through established school channels in each geographic area to USACC headquarters for approval by HQDA.

(2) The nomination of retired officer and noncommissioned officer instructors shall be in accordance with this and other applicable regulations. USACC shall submit the names of nominees to the Director, DoDDS, ATTN: Teacher Recruitment, for final selection and appointment to positions in DoDDS high schools. Junior ROTC instructors shall be employed in accordance with DOD Directive 1342.6.

(3) In addition to meeting USACC qualifications and other applicable regulations, each applicant for a Junior ROTC instructor position must meet the criteria required by the North Central Accreditation Association of Colleges and Secondary Schools (NCA). NCA criteria may be obtained from the Director, DoDDS, Office of the Assistant Secretary of Defense (Personnel and Reserve Affairs).

2-7. Amendment of DA Forms 3126 or 3126-1

Requests for changes to DA Form 3126 or DA Form 3126-1 may be made by submitting the original and four copies of DA Form 918B (Amendment to Application for Establishment of Army Reserve Officers' Training Corps Unit) through the designated representative, who will forward the request to HQ, USACC, ATTN: ATCC-JR. Major changes will be forwarded to HQDA (DAPE-MPO) by USACC.

2-8. Enrollment Report - Requirements Control Symbol MILPC-44

HQ, USACC, will prepare, publish, and distribute a Junior ROTC Enrollment Report to HQDA annually. Regions will submit their input for the Opening Enrollment Report to HQ, USACC, to arrive not later than 15 November. The official Opening Enrollment Report will be based on the number of cadets enrolled in the Junior ROTC unit as of the final date the school permits students to add or drop classes without penalty, but not later than 15 October, whichever comes first. If students will be enrolling midyear, opening enrollment should include a projection of the total number expected during the year. Scheduling information will be included in the report.

2-9. Staffing requirements

a. To support the Junior ROTC Program, the Army may—

(1) Assign active duty, and/or authorize schools to employ retired commissioned and noncommissioned officers certified by CG, USACC, to Junior ROTC units as administrators and instructors. Their qualifications must be approved by the CG, USACC or their designee.

(2) Limit employment of Junior ROTC instructors and administrators to those retired from the United States Army.

b. The school will employ the number of officer SAIs and noncommissioned officer Army Instructors (AIs) required to establish a successful Junior ROTC unit.

c. Units will be staffed as follows—

(1) Schools will employ at least one retired officer or retired warrant officer (with a baccalaureate degree) and one retired noncommissioned officer or retired warrant officer.

(2) When necessary, the CG, USACC, or their designee may authorize substitution of any officer by an enlisted instructor and vice versa.

d. Single units or subunits of multiple units staffing levels will be determined by the CG, USACC, using figure 2-1 as a guide.

(1) For staffing purposes in block scheduling situations, the number of instructors will be based on the average of the actual enrollment for first semester and projected enrollment for the second semester. For example, if the average enrollment is less than 151, an additional instructor is not authorized.

(2) Cadets may not take classes at different Leadership Education and Training (LET) levels simultaneously (that is, LET 1 first period and LET 2 third period). They can be enrolled in LET 1 and earn an additional Junior ROTC credit for participation in an activity such as a drill team should the school permit it. However, they may be counted only one time for enrollment purposes.

(3) Employment of additional retired members as instructors is only authorized on a limited basis under certain conditions at no expense to the government subject to Army certification.

(4) Schools may provide substitute teachers not approved for hire by the Army for up to 30 days at no expense to the Government. Using substitutes for a greater period must be approved by CG, USACC, or their designee.

(5) Additional retired officers and noncommissioned officers may be authorized in cadet ratio of 500:1 for officers and 100:1 for noncommissioned officers.

e. The multiple unit management structure will be limited to the minimum essential personnel needed to plan and control a coordinated multiple school unit (see fig 2–2).

(1) The DAI will be a retired commissioned officer.

(2) Multiple unit management structures are required to establish a central supply system. Staffing will include a MPC hired by the school system at no cost to the government.

(3) Multiple unit staff authorization levels will be determined by CG, USACC, based upon figures reflected in the unit annual Opening Enrollment Report. As a general operating principle, to avoid instability in the instructor force, neither staff increases nor decreases will be based upon the enrollment figures of a single year. Instead, consecutive years of enrollment at a level sufficient to warrant a change in staffing are required for staff increases or decreases.

(4) A retired member employed to conduct the Junior ROTC unit, who is senior in rank to an active duty member assigned to that unit, may be designated as the supervisor of that active duty member.

f. Active duty performance evaluation and rating schemes will be done according to applicable Army regulations.

g. Each active duty instructor will be given the opportunity to have at least 30 days leave per year.

h. With the approval of the CG, USACC, the Professor of Military Science (PMS) at Military Institutions may be assigned to conduct both the High School and College ROTC programs at the institute and be designated as supervisor of the SAI. Personnel assigned as Junior ROTC instructors, however, will be used only for that purpose and assigned duties will be directly related to the Junior ROTC Unit.

Single Unit Staffing

| Cadet Strength | Retired Officers | Retired NCO |
|----------------|---------------------|----------------|
| 100 - - 150 | 1 | 1 |
| 151 - - 250 | 1 | 2 |
| 251 - - 350 | 1 | 3 |
| 351 - - 499 | 1 | 4 |
| 500 - - 599 | 2 | 5 |

(Figure 2-1)

Multiple Unit Staffing

| Units | Retired Officers | Retired NCO |
|--------------|---------------------|----------------|
| 5 | 1 | |
| 6 to 9 | 1 | 1 |
| 10 to 14 | 2 | 1 |
| 15 to 25 | 2 | 2 |
| 26 to 34 | 3 | 2 |
| 35 to 44 | 3 | 3 |
| 45 and above | 4 | 3 |

(Figure 2-2)

i. To be authorized a 3rd or 5th cost shared instructor, the school must provide at least one additional dedicated classroom at both levels.

j. Instructors will be physically fit and meet the Army standards for height and weight in accordance with Army Regulations 40-501 and 600-9. Additional instructor qualifications will be established by CG, USACC.

2-10. Conditions for retention of units

Each school must, on a continuing basis—

- a. Meet and maintain statutory requirements.
- b. Maintain the enrollment requirements (no less than 100 cadets or 10 percent of eligible student body enrollment if school enrollment is less than 1000 students).
- c. Maintain the standards and criteria for establishment.

- d. Comply with provisions of this and other pertinent Army and Cadet Command Junior ROTC regulations.
- e. Support the unit to a degree that will merit a rating of satisfactory on the Unit Evaluation Program.

Section III

Unit Probation/Disestablishment

2-11. Probation

Units that do not meet prescribed standards will be considered for probation and/or disestablishment.

2-12. Disestablishment

a. Voluntary Closure. A voluntary closure is a disestablishment at the school's request. Senior school officials desiring to terminate participation by the institution in the Junior ROTC Unit will notify the HQ, USACC, through the Chain of Command. The request will be sent through the HQ, USACC, to HQDA (DAPE-MPO-D). One year of academic notice to the region commander is required prior to final closure.

b. Junior ROTC units will be disestablished for any of the following reasons—

(1) Unit's failure to satisfy enrollment requirements. USACC will place on probation Junior ROTC units that are at the end of their third year of operation or beyond and fail to meet enrollment requirements. USACC will evaluate the unit's potential to attain the minimum enrollment at the beginning of the next school year. If it is likely that the enrollment minimum will not be met or maintained, USACC will encourage school authorities to concur with immediate disestablishment of the unit.

(2) After any year of probation, USACC will determine if the enrollment minimum has been met and will recommend disestablishment for any unit that fails to meet enrollment by the end of the year of probation.

(3) In each case where disestablishment is authorized for not attaining minimum enrollment, the school will be notified of disestablishment and termination will be scheduled for no later than the end of that academic year. Normally, USACC will notify the school not later than December to permit an orderly closure and to permit the student body to become aware of the action before the end of that school year.

(4) Schools hosting Junior ROTC units that lose their accreditation status must take appropriate steps to regain that status within one year or the Junior ROTC unit(s) will be placed on probation and considered for disestablishment.

(5) Contract Closure. Units may be disestablished for a violation of contract provisions established by DA Form 3126/3126-1 (Application and Contract for Establishment of a Junior ROTC Unit/NDCC Unit). Disestablishment of a unit for reasons other than a request by the school officials will be made only after careful consideration. The CG, USACC, may recommend

disestablishment of a unit based on the school's failure to meet applicable standards in this regulation, federal law, directives, or in the best interests of the Government. When a unit does not meet the standards specified in this or other appropriate directives (other than for enrollment), school authorities concerned will be notified that the unit has been placed in a one-year probationary status. If the reason for probationary status has not been resolved at the end of the one-year probationary period, CG, USACC, may grant a waiver of disestablishment if reasonable cause exists to preclude the disestablishment procedures.

2-13. Notification of Termination

The CG, USACC, will inform HQDA of the effective date Junior ROTC instruction was terminated and property returned to the Army. When this information is received, HQDA will announce the disestablishment of the unit in a DA General Order. The support installation DODACC network station will delete the DODACC of the disestablished unit from the inventory. (See AR 735-5 for funds and property accountability clearance.) All cadets will be disenrolled or graduated, if appropriate and furnished a military training certificate if they qualify.

Chapter 3

Funding and Logistical Support

3-1. General

The resources for the logistical support necessary to maintain Junior ROTC units will be provided as authorized by laws and regulations.

3-2. Funding.

a. Each Junior ROTC unit is supported by an installation and is allocated Operations and Maintenance Army (OMA) and Reserve Personnel Army (RPA) funds. Each installation will manage these funds by providing DAIs/SAIs with an operational ceiling. Subordinate commanders are to coordinate with the DAIs/SAIs to manage their units within the funding available. Each region headquarters support installation is required to conduct a Command Supply Inspection of each account at least triennially.

b. OMA funding supports, but is not limited to, retired instructor pay, procurement of training materials, and instructor travel.

c. RPA funding supports, but is not limited to, cadet uniforms, transportation, and billeting.

3-3. Equipment

a. AR 71-32 (Documentation-Consolidated Policies) establishes the policy and guidelines for equipment and supply authorizations for Junior ROTC units. Equipment and supply allowances are set forth in the Common Table of Allowances (CTA) and the Table of Distribution and Allowances (TDA).

(1) CTA 50-900 contains authorization for uniforms and organizational clothing and equipment, CTA 50-909 authorizes general type equipment (computers, furniture, training aids, drill rifles, etc.), and CTA 50-970 authorizes expendable supplies.

(2) The TDA authorizes mission essential equipment, which includes such items as air rifles, telescopes, caliber .22 marksmanship rifles, etc.

(3) USACC authorizes instructional materials and other items, as deemed necessary to support and conduct the Junior ROTC Unit.

b. Acquisition, accountability and management of uniform, clothing and equipment are set forth in AR 700-84 (Issue and Sale of Personal Clothing), AR 710-2 (Inventory Management Supply Policy Below the Wholesale Level), AR 735-5 (Property Responsibility, Bonding and Insurance Program, and Property Loss, Damage and Destruction Policy/Procedure), and DA Pamphlet 710-2-1 (Using Unit Supply System, Manual Procedures).

c. Procurement of supplies and equipment, other than as provided in paragraph 3-3, *a* through *b*, may occur IAW paragraph 3-5 for Junior ROTC and to applicable NDCC units per paragraph *g* below. Property acquired under this provision is not government property; therefore, it must be identified and accounted for as school property.

d. The government will pay for transportation charges, incident to shipping and receiving equipment and supplies from the educational institutions. The educational institution shall pay all expenses incidental to maintenance, storage, and safeguarding of the property.

e. Region and Brigade Commanders may direct turn-in, lateral transfer, and disposal of clothing and equipment within USACC when deemed necessary.

f. The Junior ROTC unit must process a TDA change request when authorizations are affected due to increased/decreased basis of issues.

g. In accordance with Title 10, United States Code, Section 4651, the Secretary of the Army may provide property such as arms, tentage, and other equipment to NDCC units. However, equipment for NDCC units will not normally be procured and maintained at government expense.

3–4. Transportation, subsistence, and billeting

Junior ROTC cadets are authorized transportation, subsistence, and billeting while attending camp, command sponsored/approved competitions, and other activities within command budget restraints. The CG, USACC, and appropriate overseas commanders are delegated authority under this regulation to approve or disapprove government transportation (except military air), subsistence, and billeting.

a. Requests for military air will be processed at the Office of the Chief of Staff, Army Management Directorate, for referral to the Secretary of the Army. The following procedures must be followed—

(1) Prior to submission, coordinate with the Operational Support Airlift Command to obtain a cost estimate.

(2) Provide documentation detailing what training will be supported and the reason military aircraft support is required.

(3) Submit each request with supporting documentation to USACC, (ATCC-RM). USACC will submit an endorsement through TRADOC and the Office of the Chief of Staff, Army Management Directorate, to the Office of the Secretary of the Army. These requests could take four to six months for approval or disapproval.

(4) Junior ROTC airlift support provided by Transportation Working Capital Fund (TWCF) aircraft may require reimbursement. If reimbursement is required to support the request, provide funds from the school to cover the cost.

(5) Requests that require the transfer of appropriated funds from USACC to cover the cost of the military air transportation will not be viewed favorably.

b. Junior ROTC cadets in uniform may, with the school's approval—

(1) Be provided a local flight (orientation flight) as members of an organized Junior ROTC activity. Prior parental consent will be obtained for each cadet.

(2) Travel point-to-point within CONUS on DOD aircraft if approved by the Secretary of the Army under the provisions of DOD 4515.13-R.

c. Junior ROTC instructors may accompany Junior ROTC cadets or students on government transportation and be billeted in government quarters, as appropriate. Instructors will identify themselves by presenting DD Form 2 (Identification Card).

d. Civilian officials of schools that offer Junior ROTC may be authorized government transportation or billeting—

(1) If such transportation or billeting supports normal Junior ROTC training, or

(2) To permit dignitaries to visit military installations for orientation in connection with Junior ROTC activities.

3-5. Donations

Junior ROTC units seeking to acquire DOD surplus property must do so by contacting their state agency. The list of state agencies and Defense Reutilization Management Offices are at Appendix E.

Chapter 4

Instructor Pay

4-1. Authority and administrative regulations

a. Statutory authority for payment of Junior ROTC instructors is contained in Title 10, United States Code, Section 2031, Code of Federal Regulations, Title 32, Volume 1, Part III, and Reserve Officers' Training Corps Program for Secondary Educational Institutions (Section 111.7).

b. Policies and procedures to determine the personnel and financial requirements for payment of Junior ROTC instructors is contained in Department of Defense Financial Management Regulation

(DoDFMR) Volume 10, Chapter 21, Department of Defense Instruction (DoDI) 1205.35 and Defense Finance and Accounting Service (DFAS) 37-1 (Finance and Accounting Policy Implementation, 18 September 1995).

c. Schools are required to employ and pay retired personnel according to the provisions of this regulation.

4-2. Verification of participating schools

To verify that schools requesting payment are active participants in the Junior ROTC Program, USACC will maintain an authenticated copy of the counter-signed DA Form 3126 (Application and Contract for a Junior Reserve Officers' Training Corps Unit). USACC will ensure pay reimbursement is discontinued when the school's participation in the program ends.

4-3. Instructors' pay

a. Pay is authorized for retired instructors employed by the school, whose qualifications are approved by the CG, USACC, in the amount that, when added to their retired pay will equal the amount of their active duty pay and allowances exclusive of hazardous duty pay. DOD Instruction 1205.13 and Enclosure 1 to 32 Code of Federal Regulations (CFR) Part 111.7, show examples of how the Junior ROTC instructor's compensation pay is calculated. A Junior ROTC instructor's pay is comprised of—

(1) Basic pay.

(2) Basic Allowance for Housing (BAH) (includes Alaska and Hawaii) and any housing allowance authorized for post of assignment in Volume 1, JFTR (unless Government quarters are occupied).

(3) Cost of living allowance authorized for post of assignment in Volume 1, JFTR.

(4) Clothing maintenance for enlisted personnel.

(5) Basic allowance for subsistence.

b. Junior ROTC instructors are entitled to pay from the school or educational department for 12 months, but for no less than 10 months per year, as negotiated by the Junior ROTC instructor and school officials. It is encouraged that every school contract with instructors for 12 months (year round program management) coverage, thus having at least one instructor on contract each day of the year. Schools that negotiate contracts of less than 12 months will ensure year round representation by a Cadet Command approved representative for receipt/security of government property, support of annual camps, and attendance at Region/Brigade training conferences as directed by higher headquarters. HQDA will ensure that adequate and timely availability of funds to meet Army contractual requirements are distributed for instructor salaries. Reimbursement will be made for not more than 30 days of leave per year, if included in the contract. The Army will not reimburse the school for any portion of extracurricular services for the school.

c. The Army will determine the minimum instructor pay for each hired instructor, however, schools may pay instructors more than the amount in paragraph *a.* and will, as a minimum, offer

instructors the same benefits package received by teachers in a comparable status. The amount paid to the school by the Army is limited to that prescribed in paragraph *d.* below. USACC will furnish those figures to the schools upon request. USACC obtains information pertaining to retired pay from the Defense Finance and Accounting Service Center, Cleveland Center, (CODE RO), Cleveland, OH 44199–1126.

d. For each retired instructor reimbursable by the Secretary of the Army, and employed by the school 12 months each year, DA will pay to the school an amount equal to one-half the difference between the instructor's retired pay and the amount of pay and allowances (excluding hazardous duty pay) the instructor would receive if ordered to active duty. For periods of service as a Junior ROTC instructor of less than 12 months, the instructor will be compensated the difference between the amount of the retired pay and active duty pay for the length of employment as a Junior ROTC instructor. This should be expressed as a fraction of 12 months. In districts that compensate instructors for less than 12 months or any period greater than the contract, the instructor's salary will be cost-shared based on the number of contract months rather than the pay periods. All of the retired pay must be considered even though the member may have waived all or a portion of it to receive Veteran's Administration disability compensation.

e. Schools will provide an employment contract (approved by the Army) for a Junior ROTC instructor for that part of the summer (or interim) months, between academic sessions, during which the instructor performs administrative or instructional duties that are directly related to the Junior ROTC Program. Duties that would entitle a Junior ROTC instructor to compensation include, but are not limited to—

(1) Administrative and instructional duties performed in an interim term Junior ROTC program, such as summer school and camps.

(2) The preparation of new course materials during the period immediately before the beginning of a school year.

(3) The collection of uniforms, books, and supplies at the end of a school year.

(4) Attendance at Army sponsored Junior ROTC Instructor Conference

f. Notwithstanding the limitations in *d.*, the Secretary of the Army may pay the institution more than one-half of the additional amount paid to the retired member by the institution if, as determined by the Secretary, the institution is in an educationally and economically deprived area, and the Secretary determines that such action is in the national interest. Payments by the Secretary concerned shall be made from funds appropriated for that purpose.

g. The provisions in *e.*, shall apply with respect to payments for periods of instructor service performed after September 20, 1993.

h. Cost sharing between the USACC and the school will cease once an SAI/AI ceases to perform his/her Junior ROTC duties for a period of 30 consecutive calendar days or more. Cost sharing resumes upon return of the SAI/AI to his/her Junior ROTC duties.

4-4. Salary deductions

The salary received by instructors is subject to the same deductions as all other wages in which an employer-employee relationship exists. Deductions for taxes, insurance, dues, fees, and similar items, are the responsibility of the school. Although an instructor may receive an amount 'equal' to the military pay and allowances he or she would receive if on active duty, the payments he or she receives are not, in fact, military pay and allowances paid by the Army. Instructor salary is taxable per DFAS-IN 37-1, paragraph 20-146.

4-5. Longevity increases

All time ensuing after the retirement date is creditable in determining the amount of active duty pay and allowances. Increases in longevity will accrue during the period of the contract thereby creating periodic pay increases.

4-6. Advancement on retired list

a. Retired personnel employed as Junior ROTC instructors may, when advanced to a higher grade or rank on the retired list, be employed in this higher grade or rank if—

- (1) They have the required qualifications for the higher grade or rank; and,
- (2) The authorized staffing limitation determined by CG, USACC, is not exceeded.

b. In accordance with DoDI 1205.13 and U.S. Title 10, Section 689, the retiree, if hired as a Junior ROTC instructor will be paid at the grade the instructor would be if ordered to active duty. The higher grade will be paid only if the retiree has served at the higher grade satisfactorily.

4-7. Payments to schools or other educational departments

a. To obtain monetary allowances from the Army for payment of authorized instructors, the school must submit the Junior Reserve Officers' Training Corps (Junior ROTC) Instructor Annual Certification and Pay Data (IACP&D) Form 45 days prior to the beginning of each school year for - returning authorized instructors to USACC, Pay Operations Division. The IACP&D Form is available from the Pay Operations Division of Cadet Command. The IACP&D Form must be submitted for new hires within 35 days after hiring. Change in duties (no longer performing Junior ROTC duties), transfers, and resignations must be submitted immediately.

b. The IACP&D Form should be completed by the appropriate school finance or personnel representative and the instructor. All questions should be directed to the Pay Operations Division, USACC.

Appendix A

References

Section I

Required Publications

AR 71–32

Force Development and Documentation -Consolidated Policies (Cited in para 3–3)

AR 190-11 (Update 10-3)

Physical Security of Arms, Ammunition, and Explosives (with FORSCOM/TRADOC Supplement 1) (Cited in para 2-5).

AR 700-84

Issue and Sale of Personal Clothing (Cited in para 3-3)

AR 710–2

Inventory Management Supply Policy Below the Wholesale Level (Cited in paras 2–5, 3-3)

AR 725–50

Requisition, Receipt, and Issue System (Cited in para 2–6)

AR 735–5

Policies and Procedures for Property Accountability (Cited in para 2–13)

CTA 50-900

Clothing and Individual Equipment

CTA 50-909

Field and Garrison Furnishings and Equipment (Cited in para 3-3).

CTA 50-970

Expendable/Durable Items (Except Medical, Class V, Repair Parts and Heraldic Items) (Cited in para 3-3).

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures).

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand the publication.

Title 10, United States Code, Section 2031

Title 10, United States Code, Section 4651

DOD 1342.6

DOD 4513.13-R

DOD 4515.13.R

Section III

Prescribed Forms

Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD-ROM (EM0001) and the U.S. Army Publishing Agency Web-site (www.usapa.army.mil).

DA Form 918B

Amendment to Application and Agreement for Establishment of an Army Reserve Officers' Training Corps Unit (Prescribed in para 2-7.) (This form is available through normal forms supply channels.)

DA Form 3126

Application and Contract for Establishment of a Junior Reserve Officers' Training Unit (Prescribed in para 2-6 and 2-7).

DA Form 3126-1

Application and Agreement for Establishment of a National Defense Cadet Corps Unit (Prescribed in paras 2-6 and 2-7).

DA Form 7410

Evaluation Worksheet, Potential Army Junior ROTC Program (Prescribed in para 2-3.)

Section IV

Referenced Forms

DD Form 2

Armed Forces Identification Card (Retired)

| | | |
|--|--|--|
| APPLICATION AND CONTRACT FOR ESTABLISHMENT OF A JUNIOR RESERVE OFFICERS' TRAINING CORPS UNIT For use of this form, see AR 145-2; the proponent agency is DCSPER | | Form Approved OMB Number 3126 Expires 08/31/2002 |
| <p>The public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send your form to the appropriate ROTC Region.</p> | | |
| <p>SUBJECT: Contract for Establishment of a Junior Reserve Officers' Training Corps Unit</p> <p>THRU: (1) Commander, United States Army _____ Region, _____ (2) Commander, U.S. Army Cadet Command (ATCC-HS), Ft. Monroe, VA 23651-5000</p> <p>TO: HQDA (DAPE-MPO-D), Washington, DC 20310-0300</p> | | |
| APPLICATION | | |
| <p>By direction of the governing official of _____ (Name of School System)</p> <p>_____, an application is hereby submitted for (Location)</p> <p>the establishment of a unit of the Junior Army Reserve Officers' Training Corps under the provisions of section 2031, Title 10, United States Code at _____ (Name of School and Address)</p> | | |
| CONTRACT | | |
| <p>1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:</p> <p>a. To establish a Junior unit of the Army Reserve Officers' Training Corps (JROTC) at the school named above.</p> <p>b. To assign such military personnel as the Army may deem necessary for the proper administration and conduct of the Junior ROTC program at this school and to pay the statutory compensation of such personnel from Department of the Army appropriations.</p> <p>c. To provide for use in the Junior ROTC program such available Government property as may be authorized by law and applicable tables of allowances;</p> <p>2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:</p> <p>a. To provide a course of military instruction prescribed by the Secretary of the Army, which will be <input type="checkbox"/> required, or <input type="checkbox"/> elective.</p> <p>b. To conduct the following type of JROTC training: <input type="checkbox"/> (1) Academic track; <input type="checkbox"/> (2) Technical track; and <input type="checkbox"/> (3) To establish the unit as a _____ single unit, or _____ a part of a multiple unit system.</p> <p>c. To make available for use by the JROTC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill field, and other required facilities in a fair and equitable manner in comparison with other departments of the institution <i>(or other elements of the institution if the institution does not have departments)</i>, and to pay the costs of utilities and maintenance thereof. To make available in the JROTC administrative office a telecommunications line suitable for Internet connectivity and data transfer and to pay the cost of installation and maintenance thereof.</p> <p>d. To employ qualified instructors authorized and approved by the Army to administer the military courses, <i>(a minimum of one offer and one noncommissioned officer per unit)</i>. Contract periods will be negotiated to permit year round management of the program and control of Government property. School authorities agree to pay retired Army JROTC instructors in accordance with applicable federal law and regulations. Schools are encouraged to reimburse the JROTC instructors on a comparable scale as other teachers employed at the school. Ensure that instructors are under</p> | <p>contract and therefore provided liability insurance (and proof thereof) through the school or school sponsored activities or duties (including extra curricular activities, i.e., summer camp, adventure training, drill competition, marksmanship competitions, etc).</p> <p>e. To request from CG, U.S. Army Cadet Command permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.</p> <p>f. To appoint a military property specialist (MPS) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army individual who is also employed as a Junior ROTC instructor, that person will be provided a minimum of one class period daily to complete MPS requirements.</p> <p>g. To notify the CG, U.S. Army Cadet Command of the name and position of the individual designated as military property custodian.</p> <p>h. To conform to the regulations of the Secretary of the Army relating to issue, care, use, safekeeping, turn-in, and accounting for such Government property as may be issued to the school.</p> <p>i. To comply with the provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all Government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.</p> <p>j. To maintain an enrollment in the institution of not less than 100 physically fit students <i>(or 10% of the student population, whichever is less)</i> who are in a grade above the 8th grade.</p> <p>k. To adhere to a policy of nondiscrimination on the basis of race, sex, color, or national origin with respect to admission or subsequent treatment of students and instructors.</p> <p>l. To require instructors to wear Army uniforms to accomplish Junior ROTC duties. Any additional duties given to instructors for accomplishment while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.</p> <p>m. To encourage and support the professional development of JROTC instructors and permit attendance at orientation/refresher training workshops/conferences.</p> | |

DA FORM 3126, MARCH 2000

EDITION OF FEB 1992 IS OBSOLETE

USAPA V1.00

Appendix B (Page 1) (Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit (DA Form 3126))

| <p>n. To assist the Army in ensuring quality instruction by providing written annual performance appraisals to CG, U.S. Army Cadet Command using appraisal forms provided by the Army.</p> <p>o. To conform to the regulations of the Secretary of the Army relating to the conduct of the Junior Reserve Officers' Training Corps.</p> <p>3. It is mutually understood and agreed as follows:</p> <p>a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a Junior ROTC unit on the date specified.</p> <p>b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the disassociation of the individual from the JROTC program.</p> <p>c. That this contract may be terminated in the following manner:</p> | <p>(1) At any time, by mutual consent and agreement of both parties.</p> <p>(2) Upon the giving of one year's notice of such intent to terminate by either party.</p> <p>(3) If the JROTC unit is placed on probation pursuant to regulations prescribed by the Army.</p> <p>(a) Except for enrollment, this contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to satisfaction of the Army prior to such expiration.</p> <p>(b) For enrollment, if the JROTC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.</p> <p>4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| FOR THE SECRETARY OF THE ARMY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| THE FOLLOWING AGREEMENT AND INFORMATION IS TO BE CONSIDERED AS PART OF THIS CONTRACT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AGREEMENT REGARDING FACILITIES TO BE PROVIDED FOR THE USE OF THE ARMY RESERVE OFFICERS' TRAINING CORPS PROGRAM, WITHOUT EXPENSE TO THE DEPARTMENT OF THE ARMY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>The authorities of the above-named institution agree that the facilities specified below shall be furnished for the use of the Army ROTC program, without expense to the Department of the Army (<i>phrases such as "as needed", "as required", etc., will not be used in describing the following</i>):</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left; padding: 2px;">1. OFFICES</th> <th colspan="2" style="text-align: left; padding: 2px;">2. STORAGE ROOMS</th> </tr> <tr> <th style="width: 10%;">NO. OF ROOMS</th> <th style="width: 10%;">SIZE</th> <th style="width: 25%;">BUILDING IN WHICH LOCATED</th> <th style="width: 25%;">EXCLUSIVE OR JOINT USE</th> <th style="width: 10%;">NO. OF ROOMS</th> <th style="width: 20%;">EXCLUSIVE OR JOINT USE</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> | | | 1. OFFICES | | | | 2. STORAGE ROOMS | | NO. OF ROOMS | SIZE | BUILDING IN WHICH LOCATED | EXCLUSIVE OR JOINT USE | NO. OF ROOMS | EXCLUSIVE OR JOINT USE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. OFFICES | | | | 2. STORAGE ROOMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO. OF ROOMS | SIZE | BUILDING IN WHICH LOCATED | EXCLUSIVE OR JOINT USE | NO. OF ROOMS | EXCLUSIVE OR JOINT USE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p><i>NOTE: Storage rooms, particularly for clothing and small articles of equipment, must be adequately lighted and ventilated and be provided with shelving, cabinets, and locked arms racks. Windows must be securely barred and doors reinforced and fitted with cylinder locks.</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. CLASSROOMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NO. OF ROOMS AND BUILDING | | | SEATING CAPACITY | | EXCLUSIVE OR JOINT USE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p><i>NOTE: Classrooms must be adequately lighted and ventilated and provided with standard equipment. If joint use is specified, rooms must be available for Army ROTC classes when scheduled.</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 4. ASSEMBLY HALL | | |
| SEATING CAPACITY | PROJECTION EQUIPMENT IF PROVIDED FOR | WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS |
| 5. GYMNASIUM | | |
| SIZE OF GYM OR OTHER INDOOR DRILL AREA | WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS | |
| 6. OUTDOOR DRILL AREA | | |
| SIZE | WILL BE AVAILABLE FOR ARMY ROTC AS FOLLOWS | |
| 7. TARGET RANGE <input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR | | |
| NO. OF FIRING POINTS | WILL BE UNDER JURISDICTION OF | |
| 8. REMARKS | | |
| <p>AN ORIGINAL AND FIVE COPIES OF THIS FORM WILL BE MADE. ONE COPY WILL BE KEPT BY THE INSTITUTION AND THE ORIGINAL AND FOUR COPIES WILL BE FORWARDED AS FOLLOWS:</p> | | |
| 1. To Commander, U.S. Army First ROTC Region, Ft. Bragg, NC 28307, from those in - | | |
| Connecticut Delaware District of Columbia Georgia Maine | Maryland Massachusetts New Hampshire New Jersey New York | North Carolina Panama Pennsylvania Puerto Rico Rhode Island |
| South Carolina Vermont | | |
| 2. To Commander, U.S. Army Second ROTC Region, Ft. Knox, KY 40121, from those in - | | |
| Alabama Florida Illinois Indiana | Kentucky Louisiana Michigan Mississippi | Missouri Ohio Tennessee Virginia |
| West Virginia Wisconsin | | |
| 3. To Commander, U.S. Army Fourth ROTC Region, Ft. Lewis, WA 98433, from those in - | | |
| Alaska American Samoa Arizona Arkansas California Colorado | Guam Hawaii Idaho Iowa Kansas Minnesota | Montana Nebraska Nevada New Mexico North Dakota Oklahoma |
| Oregon South Dakota Texas Utah Washington Wyoming | | |

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Appendix B (Page 3) (Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit (DA Form 3126))

| DATA PERTAINING TO SCHOOL | |
|---|---|
| 1. NAME OF SCHOOL | 2. COMPLETE MAILING ADDRESS <i>(Include ZIP code)</i> |
| 3. TYPE OF SCHOOL <i>(Check appropriate box)</i> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> MUNICIPAL</div> <div style="text-align: center;"><input type="checkbox"/> STATE</div> </div> <div style="text-align: center;"><input type="checkbox"/> DENOMINATIONAL <i>(Specify)</i></div> | |
| 4. LIST ACCREDITING AGENCY | |
| a. REGIONAL | |
| b. STATE | |
| c. OTHER | |
| 5. TOTAL ENROLLMENT | 6. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE JUNIOR ROTC PROGRAM |
| 7. LIST TECHNICAL COURSES OFFERED AT THE SCHOOL | |
| 8. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> | |
| 9. BAND <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> WILL <input type="checkbox"/> SCHOOL BAND </div> <div style="text-align: center;"> <input type="checkbox"/> WILL NOT BE AVAILABLE FOR JUNIOR ROTC CEREMONIES. THE BAND WILL BE A <input type="checkbox"/> JUNIOR ROTC BAND </div> </div> | |

PAGE 4, DA FORM 3126, MARCH 2000

USAPA V1.00

Appendix B (Page 4) (Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit (DA Form 3126))

Contract Agreement Text for Establishing a Junior ROTC Unit

1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:

a. To establish a Junior unit of the Army Reserve Officers' Training Corps (JROTC) at the school named above.

b. To assign such military personnel as the Army may deem necessary for the proper administration and conduct of the Junior ROTC unit at this school and to pay the statutory compensation to such personnel from Department of the Army appropriations.

c. To provide for use in the Junior ROTC unit such available government property as may be authorized by law and applicable tables of allowances;

2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:

a. To provide appropriate academic credit applicable toward graduation for a course of instruction as prescribed by the Secretary of the Army, which will be ☐ required, or ☐ elective, 3 year ☐, or 4 year ☐ program. To establish the unit as a Class High School (HS) ☐ or a Military Institute (MI) ☐.

b. To conduct the following type of JROTC training: ☐ (1) Academic track; ☐ (2) Technical track; or ☐ (3) both. To establish the unit as a ☐ single unit, or ☐ a part of a multiple unit system.

c. To make available for use by the Junior ROTC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill area, and other required facilities, and to pay the costs of utilities and maintenance thereof. To make available in the Junior ROTC administrative office a telecommunications line suitable for voice transfer, Internet connectivity, and data transfer and to pay the costs of installation and maintenance thereof to include phone calls (local and official long distance).

d. To employ certified instructors authorized and approved by the Army to administer the Army approved courses, (a minimum of one officer and one noncommissioned officer per unit). Contract periods will be negotiated to permit year round management of the program and control of government property. Instructor contracts may be extended up to 21 days to allow instructors to attend annual camp. These extensions will be approved on a case-by-case basis. School authorities agree to pay retired Army JROTC instructors in accordance with applicable federal law and regulations. Schools are encouraged to reimburse the Junior ROTC instructors on a comparable scale as other teachers employed at the school. Schools will ensure that instructors are provided

liability insurance to the same extent and in a like manner as such insurance is provided to other teachers and coaches through the school for school sponsored activities or duties (including extra curricular activities, i.e., annual encampments, adventure training, drill competitions, marksmanship competitions, etc). Schools will provide Junior ROTC cadets insurance to the same extent and in like manner as provided other students (including extra curricular activities).

e. To request from CG, U.S. Army Cadet Command permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.

f. To appoint a military property custodian (MPC) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army individual who is also employed as a Junior ROTC instructor, that person will be provided a minimum of one class period daily, in addition to their planning period, to complete MPC requirements.

g. To notify the CG, U.S. Army Cadet Command of the name and position of the individual designated as military property custodian.

h. To conform to the current laws and regulations relating to issue, care, use, safekeeping, turn-in, and accounting for such government property as may be issued to the school.

i. To comply with provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.

j. To maintain an enrollment in the institution of not less than 100 physically fit students (or 10% of the eligible student population, whichever is less) who are in a grade above the 8th grade.

k. To adhere to a policy of nondiscrimination on the basis of race, sex, color, national origin, Religion, sexual orientation, or status as a parent, with respect to admission or subsequent treatment of students and instructors.

l. To require instructors to wear Army uniforms to accomplish Junior ROTC duties and maintain Army standards of physical fitness, appearance, and height and weight. Any additional duties given to instructors while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.

m. To encourage and support the professional development of Junior ROTC instructors and permit attendance at U.S. Army sponsored orientation, refresher training, workshops, and conferences.

n. To assist the Army in evaluating the quality instruction by providing annual written performance appraisals to CG, U.S. Army Cadet Command using appraisal forms provided by the Army.

o. To conform to the regulations of the Secretary of the Army relating to the conduct of the Junior ROTC.

3. It is mutually understood and agreed as follows:

a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a Junior ROTC unit on the date specified.

b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the decertification of the individual from the Junior ROTC program.

c. That this contract may be terminated in the following manner:

(1) At any time, by mutual consent and agreement of both parties.

(2) Upon the giving of one year's notice of such intent to terminate by either party.

(3) If the Junior ROTC unit is placed on probation pursuant to regulations prescribed by the Army.

(a) This contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to the satisfaction of the Army prior to such expiration.

(b) For enrollment, if the JROTC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.

4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.

Contract Agreement Text (Establishment of a Junior Reserve Officers' Training Corps Unit (DA Form 3126))

1. To Commander, First Region (ROTC), U.S. Army Cadet Command, ATTN: ATOA-HS, Ft. Bragg, NC 28307, from those in –

Connecticut
Delaware
District of Columbia
Florida
Georgia
Maine
Maryland
Massachusetts
New Hampshire
New Jersey

New York
North Carolina
Pennsylvania
Puerto Rico
Rhode Island
South Carolina
Vermont
Virginia
West Virginia

2. To Commander, Second Region (ROTC), U.S. Army Cadet Command, ATTN: ATOB-HS, Ft. Knox, KY 40121, from those in –

Alabama
Arkansas
Illinois
Indiana
Kentucky
Louisiana

Michigan
Mississippi
Missouri
Ohio
Tennessee
Wisconsin

3. To Commander, Fourth Region (ROTC), U.S. Army Cadet Command, ATTN: ATOD-HS, Ft. Lewis, WA 98433, from those in –

Alaska
American Samoa
Arizona
California
Colorado
Guam
Hawaii
Idaho
Iowa
Kansas
Minnesota
Montana

Nebraska
Nevada
New Mexico
North Dakota
Oklahoma
Oregon
South Dakota
Texas
Utah
Washington
Wyoming

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| APPLICATION AND AGREEMENT FOR ESTABLISHMENT OF A NATIONAL DEFENSE CADET CORPS UNIT For use of this form, see AR 145-2; the proponent agency is DCSPER. | | Form Approved OMB Number 0702-0110 Expires 02/28/2003 |
| The public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send your form to the appropriate ROTC Region. | | |
| SUBJECT: Application and Agreement for Establishment of a National Defense Cadet Corps Unit. | | |
| THRU: (1) Commander, United States Army _____ Region, _____ (2) Commander, US Army Cadet Command (ATCC-HS), Ft Monroe, VA 23651 | | |
| TO: HQDA(DAPE-MPO), WASH, DC 20310 | | |
| APPLICATION | | |
| By direction of the governing officials of _____ <div style="text-align: right; font-size: x-small;">Name of School and/or School System</div> _____, an application is hereby submitted for the <div style="text-align: center; font-size: x-small;">Location</div> establishment of a unit of the National Defense Cadet Corps at this school under the provisions of Section 4651, Title 10, United States Code. | | |
| CONTRACT | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:</p> <p>a. To establish a unit of the National Defense Cadet Corps (NDCC) at the school named above.</p> <p>b. To provide for use in the NDCC program such available Government property as may be authorized by law and applicable tables of allowances.</p> <p>2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:</p> <p>a. To Provide appropriate academic credit applicable toward graduation for a course of instruction as prescribed by the Secretary of the Army, which will be <input type="checkbox"/> required, or <input type="checkbox"/> elective.</p> <p>b. To conduct the following type of NDCC training: <input type="checkbox"/> (1) Academic track; <input type="checkbox"/> (2) Technical track; and <input type="checkbox"/> (3) To establish the unit as a _____ single unit, or _____ a part of a multiple unit system.</p> <p>c. To make available for use by the NDCC unit necessary and adequate classrooms, administrative offices, office equipment, instructional supplies, storage space, drill field, utilities, to pay the cost and maintenance thereof, and other required facilities in a fair and equitable manner in comparison with other departments of the institution <i>(for other elements of the institution if the institution does not have departments)</i>, and to pay the costs of utilities and maintenance thereof. To make available in the NDCC office a telecommunications line suitable for Internet connectivity and data transfer and to pay the cost of Installation and maintenance thereof.</p> <p>d. To employ qualified instructors authorized and approved by the Army to administer the military courses, at no expense to the Government <i>(a minimum of one offer and one noncommissioned officer per unit)</i>. Contract periods will be negotiated to permit year round management of the program and control of Government property. School authorities agree to pay retired Army NDCC instructors in accordance with applicable federal law and regulations. NDCC instructors should be paid in the same manner as JROTC instructors as depicted in AR 145-2. Ensure that instructors are under contract and therefore provided liability insurance <i>(and proof thereof)</i> through the school or schools sponsored activities or duties <i>(including extra curricular activities, i.e., summer camp, adventure training, drill competition, marksmanship competitions, etc.)</i>.</p> <p>e. To request from CG, U.S. Army Cadet Command permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.</p> <p>f. To appoint a military property specialist (MPS) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army individual who is also employed as an NDCC instructor, that person will be provided a minimum of one class period daily to complete MPS requirements.</p> <p>g. To notify the CG, U.S. Army Cadet Command of the name and position of the individual designated as military property custodian.</p> <p>h. To conform to the regulations of the Secretary of the Army relating to issue, care, use, safekeeping, turn-in, and accounting for such Government property as may be issued to the school.</p> <p>i. To comply with provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all Government property issued to the school, except</p> </div> <div style="width: 48%;"> <p>expended articles, and supplies properly expended in operations, maintenance, and instruction.</p> <p>j. To maintain an enrollment in the institution of not less than 100 physically fit students <i>(or 10% of the student population, whichever is less)</i> who are in a grade above the 8th grade.</p> <p>k. To adhere to a policy of nondiscrimination on the basis of race, sex, color, or national origin with respect to admission or subsequent treatment of students and instructors.</p> <p>l. To require instructors to wear Army uniforms to accomplish NDCC duties. Any additional duties given to instructors for accomplishment while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.</p> <p>m. To encourage and support the professional development of NDCC instructors and permit attendance at orientation/refresher training workshops/conferences.</p> <p>n. To assist the Army in ensuring quality instruction by providing written annual performance appraisals to CG, U.S. Army Cadet Command using appraisal forms provided by the Army.</p> <p>o. To conform to the regulations of the Secretary of the Army relating to the conduct of the National Defense Cadet Corps program.</p> <p>3. It is mutually understood and agreed as follows:</p> <p>a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a National Defense Cadet Corps unit on the date specified.</p> <p>b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the disassociation of the individual from the JROTC program.</p> <p>c. That this contract may be terminated in the following manner:</p> <p>(1) At any time, by mutual consent and agreement of both parties.</p> <p>(2) Upon the giving of one year's notice of such intent to terminate by either party.</p> <p>(3) If the NDCC unit is placed on probation pursuant to regulations prescribed by the Army.</p> <p>(a) Except for enrollment, this contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to satisfaction of the Army prior to such expiration.</p> <p>(b) For enrollment, if the NDCC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.</p> <p>4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.</p> </div> </div> | | |
| FOR THE INSTITUTION | | |
| TYPED NAME AND TITLE | SIGNATURE | DATE |
| FOR THE SECRETARY OF THE ARMY | | |
| TYPED NAME AND TITLE | SIGNATURE | DATE |

DA FORM 3126-1, MARCH 2000

EDITION OF 1 MAR 79 IS OBSOLETE.

USAPA V1.00

Appendix C (Page 1) (Application and Agreement for Establishment of a National Defense Cadet Corps Unit (DA Form 3126-1))

| DATA PERTAINING TO SCHOOL | |
|---|--|
| NAME OF SCHOOL | COMPLETE MAILING ADDRESS (Include ZIP code) |
| 1. TYPE OF SCHOOL (Check appropriate box) <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> STATE <input type="checkbox"/> DENOMINATIONAL (Specify) | |
| 2. LIST ACCREDITING AGENCY | |
| a. REGIONAL | |
| b. STATE | |
| c. OTHER | |
| 3. TOTAL ENROLLMENT | 4. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE NDCC PROGRAM |
| 5. LIST TECHNICAL COURSES OFFERED AT THE SCHOOL | |
| 6. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 7. A SCHOOL BAND <input type="checkbox"/> WILL <input type="checkbox"/> WILL NOT BE AVAILABLE FOR NDCC CEREMONIES. | |

DA FORM 3126-1, MARCH 2000

3

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Appendix C (Page 3) (Application and Agreement for Establishment of a National Defense Cadet Corps Unit (DA Form 3126-1))

Contract Agreement Text for Establishing an NDCC Unit

1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:

- a. To establish a unit of the National Defense Cadet Corps (NDCC) at the school named above.
- b. To provide for use in the NDCC program such available government property as may be authorized by law and applicable tables of allowances.

2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:

a. To provide appropriate academic credit applicable toward graduation for a course of instruction as prescribed by the Secretary of the Army, which will be ☐ required, or ☐ elective, 3 year ☐, or 4 year ☐ program. To establish the unit as a Class High School (HS) ☐ or a Military Institute (MI) ☐.

b. To conduct the following type of NDCC training: ☐ (1) Academic track; ☐ (2) Technical track; or ☐ (3) both. To establish the unit as a ☐ single unit, or ☐ a part of a multiple unit system.

c. To make available for use by the NDCC unit necessary and adequate classrooms, administrative offices, office equipment, instructional supplies, storage space, drill area, utilities, to pay the cost and maintenance thereof. To make available in the NDCC office a telecommunications line suitable for voice transfer, Internet connectivity, and data transfer and to pay the cost of installation and maintenance thereof to include phone calls (local and official long distance).

d. To employ certified instructors authorized and approved by the Army to administer the military courses, at no expense to the government (a minimum of one officer and one noncommissioned officer per unit). Contract periods will be negotiated to permit year round management of the program and control of government property. School authorities agree to pay retired Army NDCC instructors in accordance with applicable federal law and regulations. NDCC instructors should be paid in the same manner as Junior ROTC instructors as depicted in AR 145-2. Schools will ensure that instructors are provided liability insurance to the same extent and in a like manner as such insurance is provided to other teachers and coaches through the school for school sponsored activities or duties (including extra curricular activities, i.e., annual encampments, adventure training, drill competitions, marksmanship competitions, etc). Schools will provide JROTC cadets insurance to the same extent and in like manner as provided other students (including extra curricular activities).

e. To request from CG, U.S. Army Cadet Command permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.

f. To appoint a military property custodian (MPC) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army individual who is also employed as an NDCC instructor, that person will be provided a minimum of one class period daily to complete MPC requirements.

g. To notify the CG, U.S. Army Cadet Command of the name and position of the individual designated as military property custodian.

h. To conform to the regulations of the Secretary of the Army relating to issue, care, use, safekeeping, turn-in, and accounting for such Government property as may be issued to the school.

i. To comply with provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all Government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.

j. To maintain an enrollment in the institution of not less than 100 physically fit students who are in a grade above the 8th grade.

k. To adhere to a policy of nondiscrimination on the basis of race, sex, color, national origin, Religion, sexual orientation, or status as a parent, with respect to admission or subsequent treatment of students and instructors.

l. To require instructors to wear Army uniforms to accomplish NDCC duties and maintain Army standards of physical fitness, appearance, and height and weight. Any additional duties given to instructors for accomplishment while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.

m. To encourage and support the professional development of NDCC instructors and permit attendance at U.S. Army sponsored orientation/refresher training workshops/conferences.

n. To assist the Army in ensuring quality instruction by providing annual written performance appraisals to CG, U.S. Army Cadet Command using appraisal forms provided by the Army.

o. To conform to the Federal laws and Army regulations relating to the conduct of the National Defense Cadet Corps program.

3. It is mutually understood and agreed as follows:

a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a National Defense Cadet Corps unit on the date specified.

b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the disassociation of the individual from the JROTC program.

c. That this contract may be terminated in the following manner:

(1) At any time, by mutual consent and agreement of both parties.

(2) Upon the giving of one year's notice of such intent to terminate by either party.

(3) If the NDCC unit is placed on probation pursuant to regulations prescribed by the Army.

(a) This contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to the satisfaction of the Army prior to such expiration.

(b) For enrollment, if the NDCC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.

4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.

1. To Commander, First Region (ROTC), U.S. Army Cadet Command, ATTN: ATOA-HS, Ft. Bragg, NC 28307, from those in –

Connecticut
Delaware
District of Columbia
Florida
Georgia
Maine
Maryland
Massachusetts
New Hampshire
New Jersey

New York
North Carolina
Pennsylvania
Puerto Rico
Rhode Island
South Carolina
Vermont
Virginia
West Virginia

2. To Commander, Second Region (ROTC), U.S. Army Cadet Command, ATTN: ATOB-HS, Ft. Knox, KY 40121, from those in –

Alabama
Arkansas
Illinois
Indiana
Kentucky
Louisiana

Michigan
Mississippi
Missouri
Ohio
Tennessee
Wisconsin

3. To Commander, Fourth Region (ROTC), U.S. Army Cadet Command, ATTN: ATOD-HS, Ft. Lewis, WA 98433, from those in –

Alaska
American Samoa
Arizona
California
Colorado
Guam
Hawaii
Idaho
Iowa
Kansas
Minnesota
Montana

Nebraska
Nevada
New Mexico
North Dakota
Oklahoma
Oregon
South Dakota
Texas
Utah
Washington
Wyoming

| EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM <small>For use of this form, see AR 145-2; the proponent agency is DCSPER</small> | | | | DATE | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------|--------------------------------------|--|---|------|--------|-------|-----|--|--|--|------|--|--|--|------|--|--|--|------|--|--|--|-------|--|--|--|---|--|
| The public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send your form to the appropriate ROTC Region. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Where insufficient space is provided on this form to record complete observations, comments or recommendations, additional blank sheets will be used, identifying items by corresponding number. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. SCHOOL INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. NAME OF SCHOOL | | | b. ADDRESS OF SCHOOL (If P.O. Box must also provide a street address for shipping purposes) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. TYPE OF INSTITUTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. DATE OF LAST ACCREDITATION EVALUATION | | e. ACCREDITATION EVALUATION BY | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| f. SUPERINTENDENT INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (1) Name | | | (2) Address | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (3) Telephone Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| g. PRINCIPAL INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (1) Name | | | (2) Address | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (3) Telephone Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| h. GRADE LEVELS | | i. STUDENT CAPACITY | | j. SCHOOL'S STUDENT/TEACHER RATIO | | | | | | | | | | | | | | | | | | | | | | | | | |
| k. ENROLLMENT <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 15%;">Grade</th> <th style="width: 15%;">Male</th> <th style="width: 15%;">Female</th> <th style="width: 15%;">Total</th> </tr> </thead> <tbody> <tr><td>9th</td><td></td><td></td><td></td></tr> <tr><td>10th</td><td></td><td></td><td></td></tr> <tr><td>11th</td><td></td><td></td><td></td></tr> <tr><td>12th</td><td></td><td></td><td></td></tr> <tr><td>Total</td><td></td><td></td><td></td></tr> </tbody> </table> Estimated JROTC Enrollment: | | | | Grade | Male | Female | Total | 9th | | | | 10th | | | | 11th | | | | 12th | | | | Total | | | | l. PERCENTAGE OF GRADUATES ENTERING COLLEGE (approximately) m. HAS THE SCHOOL EVER APPLIED FOR A JROTC PROGRAM SUPPORTED BY ANOTHER SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHAT IS THE STATUS OF THAT APPLICATION? | |
| Grade | Male | Female | Total | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| n. HAS A JROTC PROGRAM EVER BEEN DISESTABLISHED AT THIS SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHEN AND WHY. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. COMMUNITY AND ENVIRONMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. TYPE OF COMMUNITY | | b. SIZE OF COMMUNITY | | c. ARE STUDENTS BUSED? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | IF SO, ARE THERE ACTIVITY BUSES? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. ARE THERE ANY PROBLEMS RELATIVE TO AVAILABILITY OF HOUSING FOR INSTRUCTORS? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | e. WILL JROTC INSTRUCTORS BE PERMITTED TO CONDUCT RECRUITING VISITS TO FEEDER SCHOOLS? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | | | | | | | | | | | | | | | | | | | | |
| f. NUMBER OF JROTC UNITS IN THE CITY/DISTRICT | | g. SPECIFY SERVICE(S) OF JROTC UNITS | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DA FORM 7410, MAR 2000

USAPA V1.00

Appendix D (Evaluation Worksheet - Potential Army Junior ROTC Program Unit (DA Form 7410))

| EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM (Continued) | | | | | | | |
|--|--|---------------------------|-------------------------------------|--|--|---------------------------|-------------------------------------|
| 3. FACILITIES | | | | | | | |
| | Dedicated Sole Use of Classrooms a(1) | Shared Classrooms b(1) | Administrative Office Space c(1) | | Dedicated Sole Use of Classrooms a(2) | Shared Classrooms b(2) | Administrative Office Space c(2) |
| (a) Proximity to the remainder of the school and to other JROTC areas. | | | | (g) Noise control | | | |
| (b) Seating Capacity | | | | (h) Maintenance of facilities | | | |
| (c) Type Construction | | | | (i) Storage area for training aids | | | |
| (d) Type and condition of furniture | | | | (k) Size | | | |
| (e) Lighting | | | | (l) Telephone available to SAI | | | |
| (f) Heating, cooling, ventilation | | | | | | | |
| d. SUPPLY STORAGE AREA | | | | | | | |
| (1) Size | (2) Proximity to other JROTC areas | | | (3) Construction | | | |
| (4) Environmental considerations - heat, humidity, seepage, etc. | | | | (5) Security considerations | | | |
| e. ARMS STORAGE | | | | f. MARKSMANSHIP FACILITIES | | | |
| (1) Describe existing facility area | | | | (1) Describe existing facility. | | | |
| (2) List modification required | | | | (2) List modification required | | | |
| (3) Proximity to other Junior ROTC areas | | | | (3) Proximity to other Junior ROTC areas | | | |
| (4) If an area is not currently available, describe plan to provide one to include method of funding and timeframe for completion. | | | | (4) If a facility is not currently available, describe plan to meet the marksmanship training and competition portion of the program, to include funding, timeframe for completion, pellet or rifle program. | | | |
| g. DRILL AREA | | | | | | | |
| (1) Outside | | | | (2) Inside | | | |
| (a) Size | | | | (a) Size | | | |
| (b) Proximity to other JROTC areas | | | | (b) Proximity to the JROTC areas | | | |
| (c) Surface conditions | | | | (c) Limitations on use (i.e., gym shoes, rifles prohibited, time available) | | | |
| (d) Limitation on use | | | | | | | |

PAGE 2, DA FORM 7410, MAR 2000

USAPA V1.00

Appendix D (Page 2) (Evaluation Worksheet - Potential Army Junior ROTC Program Unit (DA Form 7410))

| | |
|--|--|
| EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM <i>(Continued)</i> | |
| FACILITIES <i>(Continued)</i> | |
| h. ARE THE FACILITIES COMPLETELY IDENTIFIED BY THE SCHOOL ON THE DA FORM 3126? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| i. MAY INSTRUCTORS RENOVATE FACILITIES IF REQUIRED? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. PROJECTED SUPPORT | |
| a. IS A RIFLE RANGE A PART OF THE SCHOOL FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NOT, WHERE IS THE RANGE WHICH WILL BE USED FOR JROTC MARKSMANSHIP INSTRUCTION AND RIFLE TEAM PRACTICE <i>(include on DA Form 3216)</i> ? | |
| b. WILL THE SCHOOL PROVIDE TRANSPORTATION TO/FROM THE RANGE, DURING REGULAR SCHOOL HOURS, AT ITS OWN EXPENSE <i>(include on DA Form 3126)</i> ? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| c. WILL SCHOOL PROVIDE TRANSPORTATION, AT ITS OWN EXPENSE, FOR JROTC ACTIVITIES <i>(such as parades, color guard, rifle matches, drill meets)</i> AWAY FROM THE MAIN CAMPUS? <input type="checkbox"/> YES <input type="checkbox"/> NO WITHIN WHAT RADIUS? | |
| d. WILL SELECTED RIFLE TEAM/DRILL TEAM MEMBERS BE AWARDED A SCHOOL LETTER? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 5. ADMINISTRATION | |
| a. DO SCHOOL OFFICIALS UNDERSTAND THE PROCEDURES FOR PAYMENT/REIMBURSEMENT OF JROTC INSTRUCTORS? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| b. WHAT LENGTH CONTRACT WILL JROTC INSTRUCTORS BE OFFERED? <input type="checkbox"/> 11 MONTH <input type="checkbox"/> 12 MONTH | |
| c. WILL THE SCHOOL PAY JROTC INSTRUCTORS THE MINIMUM, OR DOES THE SCHOOL SYSTEM HAVE PAY SCALES ABOVE THOSE FIGURES? | |
| d. WILL THE SCHOOL PAY JROTC INSTRUCTORS FOR COACHING DUTIES <i>(rifle/drill teams)</i> ? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| e. WILL THE JROTC DEPARTMENT BE ALLOCATED A PORTION OF THE SCHOOL'S BUDGET? <input type="checkbox"/> YES <input type="checkbox"/> NO WHAT IS THE ESTIMATED ANNUAL FIGURE? | |
| f. WILL CREDIT BE AWARDED FOR JROTC PARTICIPATION? <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MUCH PER YEAR? _____ WILL THIS CREDIT COUNT TOWARD <input type="checkbox"/> GPA <input type="checkbox"/> GRADUATION | |
| g. WILL JROTC INSTRUCTORS BE REQUIRED TO MEET CERTAIN STANDARDS FOR CERTIFICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| h. WILL JROTC INSTRUCTORS BE REQUIRED TO JOIN A TEACHERS' UNION? <input type="checkbox"/> YES <input type="checkbox"/> NO | |

EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM (Continued)

6. RECOMMENDATIONS

- a. ☐ RECOMMEND IMMEDIATE ESTABLISHMENT OF AN ARMY JROTC UNIT AT THIS SCHOOL.
- b. ☐ THE SCHOOL DOES NOT PRESENTLY HAVE ALL REQUIRED FACILITIES AVAILABLE, BUT SCHOOL AUTHORITIES HAVE AGREED TO PROVIDE SUCH FACILITIES BEFORE OR DURING THE FIRST YEAR OF JROTC TRAINING, WITHIN THE TIME-TABLE SPECIFIED BELOW. RECOMMEND IMMEDIATE ESTABLISHMENT OF AN ARMY JROTC UNIT AT THIS SCHOOL.
- c. ☐ RECOMMEND AGAINST ESTABLISHMENT OF AN ARMY JROTC UNIT AT THIS SCHOOL FOR THE REASONS SPECIFIED BELOW.
- d. ☐ IS SCHOOL ENROLLMENT APPROACHING CAPACITY? (Explain expansion plan in remarks.) ☐ YES ☐ NO
- e. ☐ LIST VOCATIONAL ELECTIVES AND EVALUATE THE POTENTIAL OF A JROTC PROGRAM TO COMPETE FOR A CROSS SECTION OF THE SCHOOL ENROLLMENT. (Explain in remarks.)
- f. REMARKS

7. EVALUATING OFFICER

TYPE NAME AND TITLE

SIGNATURE

DATE

Appendix E

Data Required for Preparation of Requirements Control Symbol (RCS) MILPC – 44 Enrollment data

- a. School enrollment (number of full-time regular students, in a grade above the eighth grade).
- b. Cadet enrollment by year and total (Junior ROTC students).
- c. Cross-enrolled student enrollment must be separately identified.
- d. Total participating Junior ROTC students ineligible for enrollment.

Appendix F

State Agencies for Surplus Property

ALABAMA

Alabama State Agency
Contact: Rich Giordano, Operations Manager
ADECA Surplus Property Division
P O BOX 210487
Montgomery, AL 36121-0487
334-277-5866

ALASKA

Alaska State Agency
Contact: Diane Kennedy, Manager
Division of General Services Property
2400 Viking DR
Juneau, AK 99811-0210
907-279-0596

AMERICAN SOMOA

American Samoa Government
Contact: Pat Tervola, Director
P O BOX 3613
Pago Pago, AS 96799
684-699-1170

ARIZONA

Arizona State Agency
Contact: J Randy Frost, Administrator
Arizona Surplus Property Management Office
1537 W. Jackson ST
Phoenix, AZ 85007
602-542-5701

ARKANSAS

Arkansas State Agency
Contact: Roy Wood, Associate Director
Arkansas State Agency for Surplus Property
8700 Remont RD North Little Rock, AR 72118
501-835-3111

CALIFORNIA

California State Agency
Contact: Hollis Thompson, Director
Dept of General Services
1421 N. Market BLVD
Sacramento, CA
916-928-4633

COLORADO

Colorado State Agency
Contact: Ron Bachali, Deputy Director
Colorado Surplus Property Agency
4200 Garfield ST
Denver, CO 80216-5617
303-321-4012

CONNECTICUT

Connecticut State Agency
Contact: Paul Greco, Manager
State & Federal Surplus Dist Center
60 State ST, REAR
Wethersfield, CT 06109
860-713-5158

DELAWARE

Delaware State Agency
Contact: Normajane Davall, Administrator
Delaware Surplus Services/Division of Purchasing
P O BOX 299
Delaware City, DE 19706
302-836-7640

DISTRICT OF COLUMBIA

District of Columbia State Agency
Contact: Carnardo Richardson, Division Chief
Dept. of Administrative Services
2000 Adams PL, NE
Washington, DC 20018-3689
202-576-6472

FLORIDA

Florida State Agency
Contact: Christopher C. Butterworth, Chief
Florida Dept. of Management Services
Bureau of Federal Property Assistance
813-A Lake Bradford RD
Tallahassee, FL 32304
850-488-3524

GEORGIA

Georgia State Agency
Contact: William A. Albrecht, Manager
Georgia State Agency for Surplus Property
1050 Murphy AVE, SW, BLDG 1-A
Atlanta, GA 30310
404-756-4845

GUAM

Government of Guam, State Agency for Surplus Property
Contact: Fred Q. Santiago, Management Officer
Dept. of Administration
P O BOX 884
Agana, Guam 96932
671-477-1725

HAWAII

Hawaii State Agency
Contact: Craig Kuraoka, Manager
Surplus Property Branch
729 Kakoi ST
Honolulu, HI 96819
808-831-6757

IDAHO

Idaho State Agency
Contact: Bobbi Eckerle, Bureau Chief
State of Idaho Bureau of Fed Surplus Property
P O BOX 87320
Boise, ID 83720-0086
208-327-7471

ILLINOIS

Illinois State Agency
Contact: Victor Pambiano, Manager
Illinois State Agency for Surplus Property
3550 Great Northern AVE
Springfield, IL 62707
217-785-6903

INDIANA

Indiana State Agency
Contact: Earl Morgan, Director
State of Indiana, Dept. of Administration
Federal Surplus Property
6400 E. 30th ST
Indianapolis, IN 46219
317-591-5324

IOWA

Iowa State Agency
Contact: Leo Eisenbarger, Supervisor
Iowa Federal Surplus Property
Dept. of General Services
Fairground Distribution Center
Des Moines, IA 50319-0294
515-262-9643

KANSAS

Kansas State Agency
Contact: Paul g. Schwartz, Director
Kansas Federal Surplus Property
3400 SE 10th ST
Topeka, KS 66607-2513
785-296-2351

KENTUCKY

Kentucky State Agency
Contact: Gary Ellercamp, Branch Manager
Division of Purchases/Surplus Property Br.
514 Barrett AVE
Frankfort, KY 40601
502-364-2215

LOUISIANA

Louisiana State Agency
Contact: Jack V. Liuzza, Acting Director
Louisiana Federal Property
1635 Foss DR
Baton Rouge, LA 70802
504-342-7860

MAINE

Maine State Agency
Contact: Andy Vellani, Director
Surplus Property Program
95 State House Station
Augusta, ME 04333-0095
207-287-7861

MARYLAND

Maryland State Agency
Contact: Keith Barrack, Director
Maryland State Agency for Surplus Property
8037 Brock Bridge RD
Jessup, MD 20794
410-799-2725

MASSACHUSETTS

Massachusetts State Agency
Contact: Paul Guerino, Program Coordinator
State Agency for Surplus Property
Operational Services Div
1 Ashburton PL RM 1017
Boston, MA 02108
617-727-7500

MICHIGAN

Michigan State Agency
Contact: Pete Ratu, Program Manager
Michigan State Agency for Surplus Property
3369 N. Martin King BLVD
Lansing, MI 48913
517-335-9106

MINNESOTA

Minnesota State Agency
Contact: Gene Glasser, Manager
Minnesota Surplus Services
Dept. of Administration
5420 HWY 8 Arden Hills
New Brighton, MN 55112
612-639-4024

MISSOURI

Missouri State Agency
Contact: Marilyn Steffen, Manager
Missouri State Agency for Surplus Property
117 N. Riverside
Jefferson City, MO 65102
573-751-3415

NEBRASKA

Nebraska State Agency
Contact: Maria Bruder, Manager
Federal Surplus Property
2700 Van Dorn
P O BOX 94661
Lincoln, NE 68509
402-471-2677

NEVADA

Nevada State Agency
Contact: Mike Kuckenmeister, Property Manager
Nevada State Surplus Property Program
2250 Barnett Way
Reno, NV 89512-3807
702-688-1161

NEW HAMPSHIRE

New Hampshire State Agency
Contact: Arthur W. Haeussler, Supervisor
Dept. of Administrative Services
Surplus Distribution Section
12 Hills AVE
Concord, NH 03301
603-271-2602

NEW JERSEY

New Jersey State Agency
Contact: SFC Juan Perez 3272, Unit Supervisor
New Jersey State Agency for Surplus Property
152 U.S. HWY 206 S. BLDG 15F
Sommerville, NJ 08876
908-685-9562

NEW MEXICO

New Mexico State Agency
Contact: Oren Pruitt, Manager
New Mexico Federal Property Assistance Program
1990 Siringo RD
Santa Fe, NM 87505-4757
505-827-4610

NEW YORK

New York State Agency
Contact: Terry Flynn, Director
Bureau of Federal Property Assistance
BLDG 18-STE 105
1220 Washington AVE
Albany, NY 12226-1855
518-457-5436

NORTH CAROLINA

North Carolina State Agency
Contact: Benny Troutman, Director
North Carolina Federal Property Agency
1950 Old Garner RD
Raleigh, NC 27511
919-733-3885

NORTH DAKOTA

North Dakota State Agency
Contact: Linda Engmann, Manager
North Dakota State Agency for Surplus Property
Igoe Industrial Park BLDG. 12
Bismark, ND 58507-7293

NORTHERN MARIANNA ISLANDS

NMI State Agency
Contact: Edward Palacios, Chief
Agency for Surplus Property
P O BOX 11355
Saipan, MP 96950
670-664-1500

OHIO

Ohio State Agency
Contact: John D. Thornton, Jr., Administrator
State of Ohio Federal Surplus Property Program
4200 Surface RD
Columbus, OH 43228
614-466-6585

OKLAHOMA

Oklahoma State Agency
Contact: Olen Arnold, Agency Administrator
Oklahoma Property Distribution
P O BOX 11355
Oklahoma, OK 73136
405-425-275

OREGON

Oregon State Agency
Contact: Skip Morton, Program Manager
State of Oregon/ Dept. of Administrative Service
Federal Surplus Property Program
1655 Salem Industrial DR, NE
Salem, OR 97310-1531
503-378-8558

PANAMA

Absalon Pinzon
Calie B LaLoma 16
Pueblo Nuevo
Panama City, Panama
011507-261-3484

PENNSYLVANIA

Pennsylvania State Agency
Contact: Scott Pepperman, Division Chief
Pennsylvania State Agency for Surplus Property
2221 Forster ST RM 6-50
Harrisburg, PA 17105-1365
717-787-9724

PUERTO RICO

Puerto Rico State Agency
Contact: Virgilio Cordero Tischer, Director
State Agency for Surplus Property Assistance
P O BOX 7428
San Juan, PR 00916
787-724-0083

RHODE ISLAND

Rhode Island State Agency
Contact: Robert Pasatura, Property Officer
Rhode Island State Agency for Red Surplus Property
Dept. of Corrections
701 Power RD
Cranston, RI 02920
401-946-9518

SOUTH CAROLINA

South Carolina State Agency
Contact: Ron Cathey, Manager
Surplus Property Office
1441 Boston AVE
West Columbia, SC 29170-2194
803-896-6899

SOUTH DAKOTA

South Dakota State Agency
Contact: Daryl Haeder, Director
South Dakota-Federal Property Agency
20 Colorado AVE SW
Huron, SD 57350
605-353-7164

TENNESSEE

Tennessee State Agency
Contact: David H. Graham, Director
Tennessee Dept. of General Services
Property Utilization Division
6500 Centennial BLVD
Nashville, TN 37243-0543
615-350-3373

TEXAS

Texas State Agency
Contact: Dan Bremer, Program Administrator
General Services Commission
Federal and State Surplus Property
P O BOX 13047
Austin, TX 78711-3047
512-463-4739

UTAH

Utah State Agency
Contact: Mark Young, Manager
Utah State Agency for Surplus Property
1260 W North Temple
Salt Lake City UT 84116
801-533-4016

VERMONT

Vermont State Agency
Contact: Terry Francis, Director
Central Surplus Property Agency
RR 2 BOX 520
Montpelier, VT 05602
802-828-3394

VIRGINIA

Virginia State Agency
Contact: Christopher Steele, Administrator
Virginia Federal Property Agency
1910 Darbytown RD
Richmond, VA 23231
804-236-3685

VIRGIN ISLANDS

Virgin Islands State Agency
Contact: Lawrence J. Sibilly, Director
State Agency for Surplus Property
Sub Base BLDG 1
St. Thomas, VI 00802
809-774-0828

WASHINGTON

Washington State Agency
Contact: Doug Coleman, Program Manager
Washington State Agency for Surplus Property
1222 46th AVE E.
Fife, WA 98424
253-597-3738

WEST VIRGINIA

West Virginia State Agency
Contact: Kenneth Frye, Manager
West Virginia State Agency for Surplus Property
2700 Charles AVE
Dunbar, WV 25064
304-766-2626

WISCONSIN

Wisconsin State Agency
Contact: William G. Wilson, Division Director
Wisconsin Division of Federal Property
1 Foundation CIR
Waunakee, WI 53597-2468
608-849-2468

WYOMING

Wyoming State Agency
Contact: Ellen Stephenson, Manager
Wyoming Surplus Property
Dept. of Administration and Information
2045 Westland RD
Cheyenne, WY 82002-0060
307-777-7901

Appendix G

Management Control Evaluation Checklist

F-1. Function

The function covered by this checklist is the Junior Reserve Officers' Training Program.

F-2. Purpose

The purpose of this checklist is to assist USACC Commander and Junior ROTC units in evaluating their key management controls. It is not intended to cover all controls.

F-3. Instructions

Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. The management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on subject reporting form, located on the Cadet Command web page (www.rotc.army.mil), under Resource Management, Management Controls Program. Instructions and suspense dates are annotated.

F-4. Test questions

- a. Are procedures in place to ensure that the establishment and disestablishment of Junior ROTC units are followed in accordance with this regulation?
- b. Are procedures in place to ensure that those cadets/ students enrolled in the Junior ROTC meet the requirements to participate in the program?
- c. Are procedures in place to review Junior ROTC instructor qualifications and performance on a regular basis to ensure only capable administrators and instructors continue in the program?
- d. Are procedures in place to review retired military instructor pay to ensure it is in compliance with published pay directives?
- e. When schools are eligible for surplus property donations, are donation agreements established in accordance with this regulation?

F-5. Suppression

This checklist replaces the checklist for the Junior Reserve Officers' Training Corps Program previously published in DA Circular 11-887-6, dated 28 Dec 87.

F-6. Comments

Help make this a better tool for evaluating management controls. Submit comments through HQ Cadet Command (ATCC-RR) to Commander, PERSCOM, ATTN: TAPC-OPD-C, 200 Stovall Street, Alexandria VA 22332-0413.

Glossary
Section I
Abbreviations

AI
Army Instructor

AAP
Army Advisory Panel

CTA
Common Table of Allowances

CONUS
Continental United States

DAI
Director of Army Instruction

DCSPER
Deputy Chief of Staff Personnel

DOD
Department of Defense

DODAAC
Department of Defense Activity Address
Code

DODAAF
Department of Defense Activity Address File

DODDS
Department of Defense Dependent Schools

HQDA
Headquarters, Department of the Army

Junior ROTC
Junior Reserve Officers' Training Corps

LET
Leadership Education and Training

MI
Military Institute

MJC
Military Junior College

MPC
Military Property Custodian

NCA
North Central Accreditation

NDCC
National Defense Cadet Corps

OMA
Operations and Maintenance, Army

POI
Program of Instruction

RPA
Reserve Personnel, Army

SAI
Senior Army Instructor

TDA
Table of Distribution and Allowances

TRADOC
Training and Doctrine Command

TWCF
Transportation Working Capital

UIC
Unit Identification Code

USACC
United States Army Cadet Command

Section II

Terms

Army Instructors (AI)

Members employed to conduct Junior ROTC. The abbreviation AI may be used in referring to instructors as a group or as individuals.

Beneficiary (payee)

Will always be stated as U.S. Army on the bond/insurance policy in accordance with regulations concerning government property.

Bond

A promise to pay (a bond is not insurance)

Cadet

An eligible student who is enrolled in Junior ROTC.

Cadet Officer/Noncommissioned Officer

Junior ROTC cadet appointed to a designated cadet rank or grade.

Department of Army (DA) Form 3126 Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit

Form used to establish a Junior ROTC unit. School administrators must agree to the conditions of the contract. Forms may be obtained from the USACC (ATCC-J)

Department of Defense Dependent Schools (DODDS)

A Department of Defense (DOD) activity that operates an American public school system for family members of DOD personnel.

Director of Army Instruction (DAI)

The officer recognized by the Army as the supervisor of other multiple Junior ROTC host schools grouped in the same school district for consolidation of operations, supply, and logistics purposes.

DODAAC - Department of Defense Activity Address Code

A code used to provide the logistics community with an encoded address for use in automated systems.

General Order (GO)

Document signed by the Secretary of the Army's (SA) office authorizing operation of a Junior ROTC unit at a specific school. The GO is issued upon signing of the application and contract (DA Form 3126) by SOA representative.

Government Property

Authorized property acquired by the government, which is issued to a Junior ROTC unit, specifically for use in the Junior ROTC Program to support cadets and conduct training. Kinds of property which may be found in a typical Junior ROTC unit (but not limited to these listed) are uniforms, drill rifles, air rifles, telescopes, visual/training aids, field training equipment, IMPE, etc.

Government property is acquired with Reserve Personnel Army (RPA) or Operations and Maintenance Army (OMA) funds.

High Schools

Public and private secondary educational institutions that do not fall under the definition for military junior colleges and military institute schools.

Host Institution

College or university hosting a Senior ROTC unit and accepting responsibility for issued government property.

Host Secondary School

High school or military schools at the secondary level and hosting a Junior ROTC unit, or National Defense Cadet Corps Unit (NDCC). (Sometimes used interchangeably with the term "institution.")

Insurance

A commercial property liability insurance of a value sufficient to pay for replacement of all government property maintained by the host institution or school as indicated on the last 100% annual inventory.

Junior Reserve Officers' Training Corps (Junior ROTC)

Organization of units established by the Department of the Army under Title 10, U.S. Code 2031 at public and private secondary educational institutions to conduct a program of leadership instruction for students. It is a program designed to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

Junior ROTC Unit

An organized group of Junior ROTC cadets and faculty at one secondary school.

Junior ROTC Student

A participating student ineligible to enroll as a member, but authorized to receive Junior ROTC instruction.

Leadership Education and Training (LET)

The Junior ROTC curriculum, which consists of a 3- or 4- year Program of Instruction (LET 1, 2, 3, and 4).

Member

Student meeting all standards and criteria for and enrolled as a cadet in Junior ROTC. Authorized faculty members of Junior ROTC who are active duty or retired members of the Armed Forces.

Military Institute Schools

Schools at the secondary level of instruction which (a) require a 4-year course in military training; (b) organize their military students as a Corps of Cadets; (c) require all members of the Corps,

including those members enrolled in military training, to be enrolled as Junior ROTC cadets and to be in appropriate uniform when on campus; and (d) have as their objective the development of the students' character through military training, and the regulation of the students' conduct in accordance with the principles of military standards similar to those maintained at military Service academies.

Military Junior College (MJC)

A military school that provides high school and college level instruction but does not confer baccalaureate degrees. Junior ROTC units established at these schools meet all other requirements of military college institutions, as defined in DOD Directive 1215.8 (reference(c)), and accept and maintain a specially designated program of instruction pre-scribed by the military department concerned.

Military Property Custodian (MPC)

A person selected, and appointed by the Head of the Educational Institution HOEI to manage the government property to be issued to the host. May or may not be the Army Instructor employed by the school.

Military Science (MS)

The Senior ROTC curriculum, which consists of two courses—Basic Course (MS–I and –II) and Advanced Course (MS–III and –IV).

Mobilization

Expansion of the active Armed Forces resulting from action by Congress and the President to mobilize all units in the approved force structure including Reserve Components, all individual reservists, and provide the material needed for their support.

Multiple Junior ROTC Unit

Any group of five or more Junior ROTC units of one Service organized and sponsored under one school system or district in which the Junior ROTC Program is conducted concurrently in more than one school.

National Defense Cadet Corps (NDCC)

Terminology encompassing students participating in leadership studies at any educational institution under Title 10, USC 4651 and conditions prescribed by the Secretary of the Army.

Nationals

A cadet or student that owes allegiance to or is under the protection of a nation without regard to the more formal status of citizens or subjects.

Professor of Military Science (PMS)

The academic title customarily conferred upon the senior commissioned Army officer assigned for duty with a college ROTC unit.

Public Law 88-647

Refers to the ROTC Vitalization Act of 1964. This law provides all government property, free of charge, to institutions and secondary schools hosting units of the Junior ROTC program. Under this law, all government property issued must be safeguarded and cared for by requiring each Junior ROTC host institution to provide a bond or insurance.

Senior Army Instructor (SAI)

The military instructor recognized by the Army as the supervisor of others employed to conduct Junior ROTC at a school.

Unit Identification Code (UIC)

A six character, alphanumeric code that uniquely identifies the particular Junior ROTC unit. This code is used together with the DODAAC to requisition government property.

U.S. Army Cadet Command (USACC)

The Army command having statutory authority for the conduct, support, and maintenance of all U.S. Army Junior and Senior ROTC programs worldwide. Headquarters, USACC, is located at Fort Monroe, Virginia.

The 100 percent annual inventory

Keystone of the bonding and insurance program. It provides the actual item name, quantity, and replacement value of each item of government property issued to host institutions or schools.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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